

# POLICY

## BOARD OF EDUCATION MONTGOMERY TOWNSHIP

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USE OF SCHOOL FACILITIES  
Date Created: July, 1999  
Date Edited: June, 2005

### 7510. USE OF SCHOOL FACILITIES

The Montgomery Township Schools Board of Education believes that the school buildings are a community resource. As such, buildings shall be available for use by community groups, for meetings and organizational objective activities, when that use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested by completing the application for rental of facilities form at least 14 days prior to the event and has been approved by the Principal and the Board office, except that the Board reserves the right to withdraw permission after it has been granted. Permits are non-transferable.

Changing social and economic conditions make periodic assessment of facility utilization necessary. Potential increased use of facilities by residents outside the normal age of schooling is recognized by the Board of Education. Use of facilities for long-term purposes such as a day care or senior citizens' center shall be according to lease prepared by the Board Attorney. Long term approval shall be subject to approval by the Board of Education.

In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in the policy related to school-community relations, the judgment of the Board of Education concerning such controversy or dispute shall be final.

Certain activities in the schools or on school grounds are prohibited by law, policy of the Board of Education, or execution of the Board's moral responsibility. Among these prohibited activities are:

1. Activities advocating governmental change by violence or promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.
2. Any activity that may be contrary to goals or objectives of curriculum of Montgomery Township Schools, or damaging to the building, grounds or equipment.
3. Any use in conflict with school activities, except as provided by law.
4. Fund-raising campaigns except as permitted by Board of Education policy or special action of the Board.
6. Activities which are discriminatory.

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The use of school facilities will not be granted for private social function or any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 11:00 p.m.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

The Board shall approve a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay a deposit fee equaling 25% of the facility use charge at the time the application approved.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

The Superintendent or designee is authorized to approve and schedule the use of school buildings for meetings or activities of these groups according to the guidelines set forth in the accompanying regulation (R7510). The Board reserves the right to approve or deny the use of a building when there is any question of how that activity relates to the general philosophy of the district.

The building may not be used for activities that negatively reflect on or discriminate against persons based on race, religion, sex or national origin.

Users shall assume full responsibility for damages caused by or during such use. The school district shall not be held liable for injuries to persons occurring as a result of building or grounds use. All users not directly affiliated with the district shall provide a certificate of insurance

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(minimum of \$1,000,000 liability coverage) in advance, naming Montgomery Township School District as an additional insured, to indemnify and hold the Board harmless against any liability or loss occurring as a result of building or grounds use. The certificate of insurance must be presented to the school business administrator at the time the application for use is submitted.

In the event the renter needs to cancel the facility rental, a 48 hour notice is required to avoid a cancellation fee of either 10% of the total rental fee or of any costs incurred by the Board of Education, whichever is greater, as a result of the cancellation.

At least 5 business days prior to the event, the applicant should review and confirm their requirements with the appropriate building administrator or his/her designee.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 26 July 1999  
Revised: 28 June 2005